

CAIS 191 Computer Concepts (Microsoft Office Applications)

University of Bridgeport, Spring 2014

Course Description

CAIS 191 is designed to prepare students to perform academic work at University of Bridgeport, as well as work they will find in the business and professional world, using the Microsoft Office suite of applications (primarily Word, Excel, and PowerPoint).

Additionally, this course will address basic computer competency and information literacy needed to complete papers and projects that students will encounter throughout their academic careers and moving into adult life, be those needs business or personal.

Course Goals

Basic computer competencies

- Understanding and operations of Windows operating systems
- Proper procedure for startup and shutdown of the computer
- How to open and close applications (i.e., computer programs)
- Working with files and folders and understanding their function
- Understanding different file types (pdf, gif, jpeg, jpg, html, doc, xls, mdb, xml)
- Security and privacy issues
- Understanding features of all popular web browser clients
- Importing of documents from one application to another
- Performing web-based research and evaluating the credibility of sources

Microsoft Word

- Using of spell check / grammar check
- Editing and formatting how documents look (e.g., bolding of titles or inserting of a link to a web site)
- Writing and properly formatting several types of academic papers
- Creating an outline for a research paper
- Creating a résumé using a Microsoft Office template as a guide

Microsoft Excel

- Working with charts, formulas, and functions
- Managing workbooks
- Automating worksheet tasks
- Using lists and analyzing list data
- Using “what-if” analysis
- Analyzing data with pivot tables
- Exchanging data with other programs
- Customizing Excel / advanced worksheet management

Microsoft PowerPoint

- Understanding how to create a presentation
- Edit, format, change how your presentation looks
- Presentation design competencies (design and content guidelines)

Instructor Information

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Office: Wahlstrom 5 (room TBD after 1q14 renovation)

Hours: By appointment (I am on campus Monday-Friday from 9a-5p)

Résumé / further information: <http://www.linkedin.com/in/hmcnally>

I work for the Global Learning Initiatives department here at the University, and my office is on the fifth floor of Wahlstrom Library. I am on campus every business day, Monday through Friday, during normal business hours (9a-5p). I have duties as a UB staff member, but my schedule is flexible enough to meet your needs if you want to meet with me. If you desire an in-person consultation with me, please just ask—we'll figure out a good time.

Communication / Contact Policies

It is vital that you check your University of Bridgeport e-mail account on a daily, or more frequent, basis. E-mail is the backbone of communication in this course, as it is in business today. You also need to be able to sign in to Canvas, the University's learning management system. As a rule, your assignments will be submitted via Canvas, and other communication with me will happen through e-mail.

When using e-mail, contact me via University of Bridgeport e-mail on both ends. This means, "use your UB e-mail account to send messages to my UB e-mail account." **I don't want to know your Gmail address, nor will I keep track of anything but your UB-provided e-mail account.** I don't care that you never look at your UB e-mail: if that is true, your behavior needs to change for this course for you to succeed in it. The only reason not to use your UB e-mail account (or mine) should be a technical emergency, not convenience.

Do not attempt to communicate with me through Facebook, Twitter, LinkedIn, Instagram, or any other social media service. I will not consider "friend requests" from you via Facebook or other social media services until you have received your final grade in this course. Please be aware that I am an active user of all social media services and, if you make public comments about this course (or myself) using these services, you risk me reading them.

Textbook / Materials

There is no assigned textbook for this course. All reading and reference materials will be provided through Canvas as either links to web sites or via download (PDFs, Word documents, etc.) and are freely available on the web.

If you need printed materials to refer to, the brief laminated reference cards that can be found at office supply stores (Staples, OfficeMax, etc.) are worthwhile and inexpensive. Here are links to Amazon for 3 of them: each cost less than \$4.

Word cheat sheet

<http://www.amazon.com/Microsoft-Introduction-Reference-Instructions-Shortcuts/dp/1936220156/>

Excel cheat sheet

<http://www.amazon.com/Microsoft-Introduction-Reference-Instructions-Shortcuts/dp/193622013X/>

PowerPoint cheat sheet

<http://www.amazon.com/Microsoft-PowerPoint-Introduction-Reference-Instructions/dp/1936220873/>

Technical requirement: Ownership of or access to a computer running a recent version of Microsoft Office (Office 2013, Office 2010 or Office 2007 on the Windows operating system; Office 2011 or Office 2008 on Macintosh OS X). Most computers on campus that are available for public use have the Office suite. **Google Docs, Google Drive, or other work-alike applications are NOT acceptable substitutes.**

NOTE: Microsoft Office “Home and Student Edition” is available at a greatly discounted price to students (usually around \$120-\$150). Details are available at <http://office.microsoft.com/en-us/home-and-student/>. This package is usually available for purchase at most places that sell computer software, like Staples, Costco, and Apple retail stores.

Assignments: Policies and Procedure

All assignments will be accessed via Canvas (you’ll see this during the first night of class).

Course requirements include class participation, homework, a mid-term quiz, and an end-term quiz.

Your assignments will have due dates listed on Canvas. Everything you submit as an assignment should be YOUR WORDS AND WORK, not a “copy-and-paste” from another source or simple repetition of the materials in a text. The overall goal of assignments is for you to practice the techniques described both in class and in the readings. This will enhance your learning and practical application of the coursework.

Assignments must be submitted through Canvas. This ensures that I know you’ve submitted the work, and avoids any technical glitches or excuses that come with attaching files to e-mail. Do not e-mail me assignment files unless technical matters force you to do so (such as Canvas being down), or unless I ask you to do so. To enter Canvas, visit <https://myub.bridgeport.edu> and look for a link to it.

Homework submitted late or incomplete are subject receive the following penalties:

- 10% off for each day late

All unsubmitted work is evaluated as a zero (0) in Canvas. Do not be fooled into thinking you are doing well because you have good grades on work you've submitted, but have failed to do other assignments or other course work. **All grading ends after the final exam has been administered.** If you're not sure how you're doing in class, e-mail me.

Classroom expectations and attendance policy

I expect you to be prepared for each class. This includes doing reading assignments and homework.

Your inability to participate in class discussions due to a lack of preparedness has a negative impact on your grade. Homework is graded and is checked to ensure students are completing required work in a timely manner and understand the materials. This also prompts students to bring questions about material to the class meetings.

I expect you to attend all classes. Please notify me by e-mail or phone prior to class if an emergency (flat tire, dead cat, open wound, etc.) requires you to miss a class. "I'm tired," "I forgot," "my favorite show/sports team is on TV," etc., are not emergencies. If you are ill and contagious, please let me know so you can be excused from attending. I reserve the right to request for medical verification of any sickness you may experience that causes you to miss class (in other words, I might ask for a doctor's note). **If you are on a UB sports team, give me your schedule before the second week of class.**

Any unexcused absence from class risks severe penalty in your final grade. **If you have 4 or more unexcused absences, I will give you an "F."** This is not negotiable. I will not offer a "big project" or similar alternate assignment at the end so that you can achieve a passing grade. If there is a compelling reason for your excessive absences (prolonged serious illness, death in the family, or similar trauma), I will work with you and University administration to achieve a humane and fair outcome in this regard.

If you miss a class, it is your responsibility to pick up notes, etc. from another student and visit the class on Canvas as needed.

Lateness is also not acceptable. Repeated tardiness will also have a negative impact on final grades. I'm on time, and I expect you to be on time, too.

Classroom Decorum and Behavior

You're an adult, and I'm asking you to act like one. Respect your fellow students, and me, in class. No ordering pizza by text—actually...

No texting or calls in class, period

No personal phone calls—that's what voicemail is for. All phones are to be on vibrate mode, unless you have some fantastic ringtone you think will be of use to us all. No quick glances at your phone's status screen to see whose call/text/Tweet/Facebook status you've just missed.

Please tell me if you need to use your cellphone, etc. to check on an emergency if called upon during class. An emergency means, "my sister is having a heart transplant," not "I'm buying something on eBay" or "I need to know what's happening on Instagram."

If I find you're being particularly disruptive or impolite in any manner, I will ask you to leave the classroom and will mark you absent for the class. This includes but is not limited to carrying on conversations not related to the class, or surfing the web and looking at pictures of entertaining things (unrelated to class), both of which I deem disruptive and impolite.

Evaluation Procedures

Class participation is important. It will be factored into your final grade, but it is important to ensure you understand concepts discussed and can convey those concepts to others. It is also important to develop skill and understanding through class work, participation, and paying attention.

Class participation is not simply arriving for class. To score full points for class participation, you should actively participate in discussions in class, asking questions and offering your opinions about the topics discussed.

Grading is based on examination scores, homework assignments, final project presentations and a subjective review of your preparedness for and contribution to class discussions and activities.

<i>Component</i>	<i>Weight</i>
In Class Assignments	25%
Regular Attendance and Active Participation	25%
Mid-term quiz	10%
End-term quiz	10%
Homework Assignments	30%

I reserve the right to modify any aspect of this course as needed to serve the needs of the class. Every effort will be made to adhere to this syllabus so students can effectively and efficiently budget their preparation time. Every effort will be made to communicate and advise, and to consult with students in the event a change is anticipated.

If you have any problems with this course, the requirements of the course, or other issues, please contact me immediately. If you do not, I will assume you understand and accept the policies set forth here.

Academic Integrity / Plagiarism / Copying the Work of Others

Note: The University of Bridgeport *Student Handbook* is available at <http://www.bridgeport.edu/life/student-services/key-ub-student-handbook/>

To be blunt and clear: if I find any student submitting the **same exact file** as any other student in this or a previous version of this course (for anything other than a group project), I will **FAIL that student** for the entire course, and we will have a discussion with the Dean concerning your future at the University. I take this very seriously, and there will be no negotiation (e.g., "I was studying with my roommate/cousin/[fill-in-the-blank]") about the infraction.

All members of the University community, students, faculty and staff alike, are expected to commit themselves to personal and academic integrity and to these fundamental values:

- Being honest in what they say, don't say, do, and don't do
- Trusting others and being worthy of trust
- Acting responsibly and expecting responsible behavior from others
- Treating other members of the community fairly, and expecting fair consequences when mistakes are made
- Treating other members of the community and the educational process with respect, and expecting respect for oneself, one's views, and one's abilities

In keeping with these values, the University expects its community members to comply with the usual expectations for honest academic work. In this class as others, you...

- May not cheat on any work
- Must not transgress copyright law
- Must properly cite sources in all papers and online content production
- May not provide or procure unauthorized assistance on any assignment or test
- May not falsify or alter university documents, tests or assignments
- May not impede any other student in his or her coursework
- May not do any other thing that violates or allows another person to violate the accepted standards of academic integrity

Students, faculty, and staff also should promote integrity by:

- Educating each other
- Discussing integrity in their classes
- Reporting violations when they occur

Of special note: Assume that EVERYTHING ON THE INTERNET IS COPYRIGHTED unless explicitly expressed otherwise by its author, either through a simple statement ("You can use my picture on your blog") or through a Creative Commons license (see creativecommons.org for further information). Use of copyrighted material in this course is not acceptable, even if you consider it "for academic purposes."

Spring 2014 Academic Calendar

Classes Begin	Tuesday, 1/21
Mid-Semester Examination Week	Monday-Friday, 3/3—3/7
Spring Break—No Classes	Sunday—Sunday, 3/16-3/23
Last Day of Classes	Friday, 5/2
Final Examination Week	Monday-Friday, 5/5—5/9
Final Grades Due (Undergraduate/Graduate)	Monday, 5/12

Preliminary class schedule

This schedule is subject to change based upon the dynamic of the class and any external factors, such as University closure due to weather, etc., that may occur during the semester. Students are required to refer to Canvas at all times, especially in the event of such situations, for updates on assignments.

Week	Class description	Homework <i>Always see Canvas for details/changes</i>
1	Overview of course and syllabus <ul style="list-style-type: none"> • Login to Canvas • Introduction to Canvas • Computer skills self-assessment 	Need to have obtained Portal Access https://myub.bridgeport.edu/ Need to have access to Canvas Send an e-mail message to hmcnally@bridgeport.edu from your UB address containing 2 paragraphs: Paragraph 1: Introduce yourself to me Paragraph 2: Describe the 1 thing you want to get out of this class (aside from a passing grade)
2	Word: self-assessment Introduction of key terms and major functions	Change attributes in "Alice in Wonderland" document
3	Word: tables and templates	Word table exercise
4	Excel self-assessment Introduction of key terms and major functions	Excel import from web site exercise
5	Excel: discussion of most commonly used functions and techniques	Excel basic function exercise
6	Excel: File types, data import, intro to charts	"Plot earthquake data" exercise
7	Excel: Advanced formatting	Midterm quiz
8	Excel: Referencing modes and text functions	"Total profit" exercise
9	Excel: the IF function, filters, and pivot tables	Pivot table exercise
10	Excel: the PMT function and "what-if" analysis	PMT/"what-if" exercise
11	PowerPoint: Self-assessment Introduction of key terms and major functions	Choose topic of presentation, create title slide
12	PowerPoint: Avoiding common problems/pitfalls Using PP as a presentation tool, not a reference application	Further development of personal project using techniques discussed in class
13	PowerPoint: Content selection/creation, digital asset selection and copyright issues	Further development of personal project using techniques discussed in class
14	Review seminar/clinic: One-on-one sessions, outstanding questions	Final PP presentation.
15	FINAL EXAM	